GIA Environmental Health and Safety Construction Contractor Safety Standard

DOCUMENT IDENTIFIER: A-SP-ELMF748-00-0000 Rev A, 00- -0000

ABSTRACT: The purpose of this GIA standard is to define the basic elements and responsibilities to ensure construction contractor activity is conducted safely without potential hazard to the construction workers, Digital employees, other contractor employees, or the environment.

APPLICABILITY: This standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

STATUS: APPROVED 24-Jun-1991; use VTX SMC for current status.

This document is confidential and proprietary, and is the property of Digital Equipment Corporation. It is an unpublished work protected under the Federal copyright laws.

© Digital Equipment Corporation. 1991. All rights reserved.

GIA Environmental Health and Safety Construction Contractor Safety Standard

DOCUMENT IDENTIFIER: A-SP-ELMF748-00-0000 Rev A, 00- -0000

REVISION HISTORY:	Rev A,	24-Jun-1991
Document Management Category:		Environmental Health and Safety (MEH)
Responsible Department:		GIA Manufacturing and Engineering
Responsible Person:		Jerry Gaudet
Author:		Michael B. Amster
SMC Writer:		Eric Falkof

APPROVAL: This document has been reviewed and recommended for approval by the General Review group for its category.

Jerry Gaudet - GIA Environmental Health and Safety

Direct requests for further information to:

Karen Crawford
Use $ VTX ELF for the latest location information.

Use VTX SMC to order copies of this document from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

CONTENTS

1 INTRODUCTION 1
1.1 SCOPE 1
1.1.1 POLICY 1
1.2 RESPONSIBILITIES 1
1.3 LANGUAGE REQUIREMENT FOR THIS STANDARD 3

2 PROGRAM DETAILS 3
2.1 GENERAL RULES OF CONDUCT 3
2.2 CONTRACTOR SUPERVISOR RESPONSIBILITIES 4
2.3 REGULATORY AGENCY VISITS 4
2.4 SITE ENVIRONMENTAL HEALTH AND SAFETY (EH&S) 4
2.5 ACCIDENT REPORTING AND INVESTIGATION 10
2.6 HEALTH SERVICES 10
2.7 CHEMICAL SPILLS 10
2.8 CHEMICAL WASTE DISPOSAL 11
2.9 COMPLIANCE 11

Appendix A REFERENCED DOCUMENTS 13
A.1 EL-Class Digital Documents 13

1 INTRODUCTION

The purpose of this GIA standard is to define the basic elements and responsibilities ensuring construction contractor activity is conducted safely without potential hazard to the construction workers, Digital employees, other contractor employees, or the environment.

1.1 SCOPE

This standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

1.1.1 POLICY

Construction contractors shall conduct their activities without potential hazard to construction contractor workers, Digital employees, other contractor employees, visitors, or the environment.

While in a Digital facility or operation, the same standards of Environmental Health and Safety (EH&S) shall apply to construction contractors (including their subcontractors) as are applied to, and required of, Digital employees.

1.2 RESPONSIBILITIES

This section describes the responsibilities of the persons involved in fulfilling the requirements of this document.

- Site Managers

  Ensure that construction activities do not adversely impact the safety of the working environment of Digital employees, contractor employees, and visitors.

  Ensure that construction activities performed on site do not adversely impact the environment.

  Ensure that documentation exists that outlines the EH&S responsibilities of construction contractors who perform work on or at a Digital facility.

- Purchasing

  Use contractors qualified in accordance with established technical criteria.

  Serve as the focal point for communication with the contractor prior to the award of the contract and after project completion.

  Incorporate appropriate contract terms and conditions in purchase orders and contracts that implement and obtain the requirements of this standard.

  Communicate to construction contractors and their subcontractors and receive confirmation that the details of EH&S requirements for which they shall be held responsible, and relating to the details of the work being conducted on site, are understood and shall be adhered to.

Ensure that the contractor supplies for approval material safety data sheets (MSDSs) for all chemicals to be used in the course of the project prior to their delivery to the site.

Ensure that there is agreement as to the required personal protective equipment (PPE), who will supply it, and what program elements (such as training) are required for its use.

- Digital Project Managers

  Manage all aspects of job site EH&S.

  Understand and be aware of the potential hazards to persons affected and/or to the environment in departments or operations where construction is taking place.

  Ensure that site EH&S policies, standards, and guidelines are communicated to, understood by, and adhered to by construction contractors.

  Ensure that potential EH&S issues relating to construction activities and potentially effected site operations and inhabitants are adequately addressed and communicated to parties affected.

  Be the focal point for communication with the contractor regarding these issues during the period of contractor performance while keeping Purchasing informed.

- Construction Contractors

  Understand and adhere to local and country EH&S regulations and Digital EH&S policies, standards, and guidelines whether documented or implied.

  Ensure that their subcontractors understand and adhere to local and country EH&S regulations and Digital EH&S policies, standards, and guidelines whether documented or implied.

  Promptly report unsafe conditions to the Digital project manager, Security, or EH&S.

  Promptly report near misses and incidents to the Digital project manager, Security, or EH&S.

  Operate at the same or greater level of protection as is required of a Digital employee performing or who would be required to perform the same task.

- Site Environmental Health and Safety (EH&S)

  Assist the Digital project manager and consult in the development, operation, and maintenance of the site's Construction Contractor Safety program.

  Audit compliance with all applicable regulations and standards, and advise management when such requirements are not being met.

1.3 LANGUAGE REQUIREMENT FOR THIS STANDARD

The details of this standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local languages.

2 PROGRAM DETAILS

This section describes the program details such as rules of conduct, contractor supervisor responsibilities, regulatory agency visits, and so on.

2.1 GENERAL RULES OF CONDUCT

Construction contractors shall obey all site safety rules.

Comply with site lockout/tagout requirements. (See *GIA Environmental Health and Safety Lockout/Tagout of Energy Sources Standard*, EL-MF744-00)

Alcoholic beverages, illegal drugs, explosives, firearms, and ammunition are strictly prohibited on Digital property.

Smoking is only permitted in designated areas.

All posted instruction signs, such as but not limited to, WARNING, CAUTION, RESTRICTED AREA, and so forth must be strictly complied with.

Acquire appropriate permits according to site procedures, such as confined space entry and hot work, before commencing work.

Vehicles must be parked in authorized parking lots only.

Equipment may only be off-loaded in designated areas.

Property, equipment, and material left on Digital property is done so at the contractor's risk.

Construction contractor employees shall properly respond to fire alarms and other building evacuation signals.

Construction contractor employees are not permitted to escort visitors on-site.

Prominently display the contractor identification badge.

Restrict entry and equipment to designated work areas.

Do not enter restricted access areas without Digital approval and escort.

Do not linger in buildings or work areas after completing the day's work.

Report emergencies immediately by dialing the site emergency phone number.

Any questions regarding EH&S requirements shall be addressed to the Digital project manager or EH&S.

2.2 CONTRACTOR SUPERVISOR RESPONSIBILITIES

The construction contractor supervisor shall be responsible for the following.

Account for the whereabouts of construction contractor employees working on-site.

Verify that construction contractor employees remove only contractor-owned or personal tools and materials from the premises.

Ensure that construction contractor employees comply with all Digital EH&S policies, standards, and guidelines.

2.3 REGULATORY AGENCY VISITS

Visits by code and building inspectors shall be coordinated with and accompanied by the Digital project manager.

Visits by EH&S compliance officials shall be attended by the construction contractor, Digital project manager, and EH&S.

2.4 SITE ENVIRONMENTAL HEALTH AND SAFETY (EH&S)

This section describes the EH&S requirements for construction contractor employees.

- General Requirements

  Construction contractors shall maintain and supervise their own EH&S program in order to protect persons, properties, the community, and the environment from hazards relating to the contracted work.

  Construction contractors shall comply with all applicable documented Digital EH&S policies, standards, and guidelines and/or with the direction of site management or EH&S personnel.

  Construction contractors will be advised of any additional requirements for which they shall be held accountable.

  Construction contractors shall observe all rules and procedures that have been established and communicated through contract, project meetings, training, and posted safety signs.

  Specific details and requirements of hazardous work, such as confined space entries shall be discussed and determined prior to starting any project.

  Construction contractor employees must have completed required country and local Right-To-Know (R-T-K) training before beginning work on or at a Digital facility. See *GIA Environmental Health and Safety Employee Right-To-Know Standard*, EL-MF745-00)

  Construction contractor employees shall attend site specific R-T-K training prior to a project start-up, as required by site EH&S.

EH&S shall be responsible to ensure that required additional training is provided as required. This may include respirator, lockout/tagout, and confined space entry training. Training shall not be conducted until the required medical clearances have been obtained.

Rules and practices contained in this document do not replace country and local specific occupational health and safety requirements, but merely call attention to standards and practices which pertain to construction contractors.

- Site Right-to-Know

  The contractor shall provide documentation to demonstrate that all construction contractor employees have undergone required country and/or local R-T-K training consistent with their task.

  Digital shall provide site-specific R-T-K training to inform construction contractor employees of potential chemical and physical hazards in the areas where they will be working, as applicable.

  Contractors are required to wear PPE at least at the same level of protection required of Digital employees working or who would work in the same environment.

  Introduction by Digital of a new chemical hazard into an area containing construction contractor employees requires sufficient time for the construction contractor to be notified and obtain the required information, training, and/or equipment necessary to protect construction contractor employees.

  Work that will expose Digital employees to any unusual hazard (such as blasting, overhead work, handling of particularly toxic materials, and so forth) or generate annoying odors or noise, should be scheduled and conducted during periods when the building is unoccupied. In a situation where the construction contractor *must* perform such tasks during normal working hours, prior arrangements and agreements shall be made with the Digital project manager and EH&S, and precautions taken to reduce hazards, exposures, or inconvenience to an acceptable level. See *GIA Environmental Health and Safety Employee Right-To-Know Standard, EL-MF745-00*

- Construction Contractor Chemical Usage.

  Before introduction and use on-site, MSDSs for all project chemicals must be supplied to the Digital project manager for review by EH&S and Health Services.

  Flammable and/or combustible liquids must be stored in an approved flammable liquids storage cabinet or a red label room as required by applicable country and/or local requirements or when storage of over 5 gallons is required inside the building.

  Only a one day supply (maximum 5 gallons) of flammable or combustible liquids shall be removed for use from the approved storage facility and placed in the construction area at any one time. Projects requiring greater than 5 gallons require review by EH&S.

If an approved flammable liquids storage cabinet or red label room is not available, flammable and combustible materials such as paints and solvents shall not be stored in the building.

Flammable and combustible liquids must be dispensed from safety cans approved by the appropriate country and/or local agency or by Factory Mutual or Underwriters Laboratory.

An approved bonding method shall be used when dispensing flammable and combustible chemicals to avoid ignition and/or explosion from static discharge.

The contents of a safety can must be clearly and permanently identified on the container. See proposed *GIA Environmental Health and Safety Chemical Safety Standard, EL-MF747-00*.

- Overhead Work

  Whenever work is performed above floor level, or in or above a suspended ceiling, requiring a ladder, isolate and barricade the area below as directed by and with the assistance of the Digital project manager until the work is complete.

  When aisles or access routes to any occupied area are involved, designate alternate routes by posting proper signs prior to barricading the area. The Digital project manager must approve alternate routes prior to closing of primary routes.

  Tools used by construction contractors on high lifts or other raised surfaces shall be attached with a safety line to prevent them from falling.

- Housekeeping

  Daily inspection of the construction area is required to ensure that all areas are clear of construction debris and that trash is removed to a designated location.

- Burning, Welding, or Cutting

  A *Hot Work* permit shall be obtained according to site procedure before performing welding, torch-cutting, or using any portable heating equipment.

  The area must be inspected before starting the work.

  A fire watch (with extinguisher) must be assigned and present whenever burning, welding, or cutting is conducted.

  The fire watch must be maintained for at least 30 minutes after the completion of any hot work.

  Non-asbestos flame proof, welding shields, tarpaulins, or screens must be used as required.

  Appropriate PPE must be worn.

Any work performed on sprinkler system or other fire protection systems or any work that will impair the fire protection system must be coordinated through the Digital project manager, EH&S, and Security.

Sprinkler and fire protection systems must be returned to service at the end of the normal work day unless prior arrangement has been made.

- Eye Protection

  Eye protection shall be worn when performing any operation where there is the potential for eye injury and while in designated eye protection areas. See *GIA Environmental Health and Safety Eye Protection Standard, EL-MF742-00*.

- Safety Belts and Life Lines

  Life lines and safety belts shall be used as required by local or country regulations or when there is a hazard of falling greater than 3 meters (10 feet).

  All life lines shall be safely secured to stable and adequate supports such as structural building members or their equivalent.

  Life lines and safety belts must not be secured to the sprinkler system or utility piping.

  Life lines with safety belts and lanyards must be used when working on a roof within (3 meters) 10 feet of an unprotected edge.

  Safety nets must be provided where life lines are not feasible, warning lines, guardrails, or catch platforms should also be used.

  Areas requiring the use of safety belts and life lines are to be considered hazardous and require contractor employees adherence to *GIA Environmental Health and Safety Working Alone Standard, EL-MF738-00*.

- Compressed Air

  The contractor shall not, under any circumstances, connect to or modify the plant compressed air or compressed gas system without prior approval of EH&S.

  Air supplied for required cleaning purposes shall not exceed 30 psig.

  Compressed air shall not be used to remove dust from clothing, general work surfaces, or be directed at other individuals.

- Tools

  Power-actuated tools or those using blank firearm cartridges are not to be used on Digital property unless there is approval for each instance.

  All portable electric power tools shall be equipped with ground fault interrupter circuit (GFIC) whether double-insulated or equipped with 3-conductor cord and 3-prong plug when used in areas that are moist and/or contain conductive liquids such as outdoors, in wet process areas, in waste treatment facilities and so forth, as determined by the Digital project manager and reviewed by EH&S.

The use of any Digital owned tools and equipment is absolutely forbidden unless specifically identified and provided for in the contract.

EH&S and/or project management reserves the right to inspect and/or reject the use of any tools or equipment brought onto the premises by the contractors.

- Excavation and Trenches

  Before starting any excavation work, contact the Digital project manager to determine the existence and location of all underground utilities within the proposed digging area.

  When employees work in trenches more than four feet deep, an adequate means of exit, such as a ladder or steps, must be provided. In any trench or excavation exceeding four feet in depth, shoring or proper sloping of the area is required.

  When excavating around an existing structure, exercise extreme caution to avoid weakening the foundation in any manner. Slurry walls, tiebacks, or sheeting should be used.

- Tanks, Pits, and Confined Spaces

  Entries into confined spaces must be performed in accordance with the site Confined Space Entry Procedure.

  The site Confined Space Entry Procedure identifies the presence of confined spaces. Construction contractors shall be notified of their presence, as required.

- Electrical Safety

  WORK ON ELECTRICAL EQUIPMENT SHALL COMPLY WITH SITE ELECTRICAL SAFETY AND LOCKOUT/TAGOUT OF ENERGY SOURCES PROCEDURES (see *GIA Environmental Health and Safety Lockout/Tagout of Energy Sources Standard*, EL-MF744-00).

  Refer to *GIA Environmental Health and Safety Electrical Safety Standard*, EL-MF740-00.

- Floor Openings and Stairways

  Floor openings must be covered or guarded by adequate barriers on all exposed sides.

  The cover must be able to sustain twice the load of expected pedestrian or vehicle traffic.

  Covers must be secured against accidental removal.

- Internal Combustion Engines

  Gasoline, LP gas, or other internal combustion engines shall not be operated inside any Digital building without prior approval.

When special equipment is required, the Digital project manager shall be informed prior to bringing equipment into the site. The Digital project manager shall review the request with EH&S and Security. If approved, special precautions may be required such as disabling smoke detector and alarms and/or the provision of extra general or local exhaust ventilation.

Internal combustion engines must not be operated on the roof where spilled gasoline can damage the roof or cause a fire unless authorized by the Digital project manager and reviewed by EH&S.

- Ladders

  Must be maintained and in good condition.

  Construction contractor employees shall not use Digital owned ladders.

  Portable metal or conductive ladders shall not be used in the vicinity of energized overhead wires.

- Combustible Trash

  Combustible trash must be removed to a designated area away from the work area and a minimum of (16 meters) 50 feet from all buildings and other combustible materials at the end of each working day.

- Emergency Equipment Access

  Emergency equipment must remain accessible at all times.

  Access to fire alarm pull stations, fire extinguishers, exits, egress routes, and electrical switches and panels shall remain clear and unobstructed at all times.

  Self-contained breathing apparatus, first-aid equipment, fire blankets, stretchers, eyewash stations, and deluge showers shall not be moved or relocated without permission of EH&S and the project manager.

- Transporting Material and Equipment

  Carts, tools, material, and equipment must not be left unattended in aisles unless properly barricaded.

- Grinding

  All grinding wheels, buffers, and wire wheels must be adequately equipped with safety guards.

- Motor Vehicle Requirements

  All Digital traffic regulations and posted speed limits shall be obeyed while operating a motor vehicle on Digital property.

  Position vehicles and equipment so as not to impede access to exits, walkways, fire hydrants, or emergency equipment.

- Powered Vehicles

  All vehicles must have proper and operable brakes, lights, horns, and back-up warning signals.

  Any powered vehicle operation required inside the plant will be done with a properly trained and/or licensed operator.

  Maximum vehicle speed indoors is 3 mph.

  Vehicles must stop at intersections and sound the horn.

  No riders will be allowed on any vehicle.

  Digital reserves the right to inspect and/or reject the use of any powered vehicle prior to allowing it inside the plant.

2.5 ACCIDENT REPORTING AND INVESTIGATION

Immediately report construction contractor employee injuries to the project manager, EH&S, Health Services, and Security.

In accordance with site reporting procedures, submit a full report of the investigation of the incident and corrective actions being taken to prevent a recurrence.

2.6 HEALTH SERVICES

All injuries **must** be reported to Digital Health Services.

Digital Health Services is available to provide first-aid to construction contractor employees if the construction contractor's first aid supplies are inadequate.

In the event of a more serious injury, contact site Security through the site emergency phone number.

Health Services will provide emergency care and arrange transport to a local hospital emergency room, if necessary.

It is the responsibility of the construction contractor to file the appropriate regulatory agency reports.

2.7 CHEMICAL SPILLS

Evacuate the area.

Immediately report any chemical spill to Security through the site emergency phone number.

Give pole location and/or room number.

Also see EL-MF747-00, *GIA Environmental Health and Safety Chemical Safety Standard*.

2.8 CHEMICAL WASTE DISPOSAL

The Construction Contractor shall remove and properly dispose of any hazardous materials or waste (by-)products produced from the use of any hazardous materials that were brought into the facilities or generated as a result of the construction contractor activity on-site.

2.9 COMPLIANCE

The construction contractor shall correct conditions that are found to be noncompliant with site construction contractor safety requirements.

The Digital project manager or EH&S shall stop all or any part of the work being conducted until satisfactory action has been taken by the construction contractor.

The Digital project manager or EH&S shall stop the job immediately where there exists a real or perceived imminent danger until the proper corrective action has been taken.

Construction contractors must obey the direction of EH&S especially if instructed to stop work for safety reasons.

APPENDIX A REFERENCED DOCUMENTS

A.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-MF738-00	*GIA Environmental Health and Safety Working Alone Standard*
EL-MF740-00	*GIA Environmental Health and Safety Electrical Safety Standard*
EL-MF742-00	*GIA Environmental Health and Safety Eye Protection Standard*
EL-MF744-00	*GIA Environmental Health and Safety Lockout/Tagout of Energy Sources Standard*
EL-MF745-00	*GIA Environmental Health and Safety Employee Right-To-Know Standard*
EL-MF747-00	*GIA Environmental Health and Safety Chemical Safety Standard*

Use VTX SMC to order copies of EL-class documents from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

READER COMMENTS

Your comments and suggestions will help Standards and Methods Control improve their services and documents.

Did you request this document? _____ If so, did it arrive within a satisfactory period of time? _____ Please comment.

What are your impressions of this document? Consider format, organization, completeness, readability, and illustrations.

FOLD ON THIS LINE -

Did you find technical or clerical errors in this document? If so, please specify the page number(s) and the error(s).

Are the instructions for the update package clear? _____
Was an index available? _____ If not, is one needed? _____
Do you have other suggestions for improving this document?

The following information is optional:

Name _____ Mailstop _____

Department _____ Node _____

Send your comments to JOKUR::PROJECTS, or fold, staple, and send this page through interoffice mail to:

READERS' COMMENTS
STANDARDS AND METHODS CONTROL
NRO4/D4